



# EMERGENCY PROCEDURES IN THE CONVENTION CENTER

- 1.** First, **STOP anyone with a radio** to report the emergency to Security and the Annual Meeting Office.
- 2.** If no one is available by radio, **CALL** Building Security, **(612) 335-6040** from cell phone or NEA office phone.
- 3.** To report an emergency from a Convention Center beige house phone, **DIAL "2013."**
- 4.** To report an emergency from the RA floor, use a designated **NEA Hotline Phone**, located at the entrances of the RA.
- 5.** For medical emergencies in the RA, **provide the closest microphone number** and **display the orange flag** located at the podium to assist responders in locating the emergency.
- 6.** For minor incidents/first aid, visit **NEA's Emergency Medical Services in Room 102B** on the Exhibit Hall level (across from Hall C), **phone (612) 330-3003**.

REPRESENTATIVE ASSEMBLY

**nea** 2018  
MINNEAPOLIS